D-1337

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October 1990

POST ENUMERATION SURVEY

SELF STUDY FOR FOLLOWUP

1990 DECENNIAL CENSUS

Office phone: (____) _____

Interviewer's Name _____

U.S. DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS

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C 3.272:

POST ENUMERATION SURVEY

SELF STUDY FOR INTERVI WING

INTRODUCTION

Welcome to the Post Enumeration Survey (PES) Followup. In the spring of 1990 the 21st Decennial Census was conducted of the population of the United States. A few months later, in July and August 1990, the Census Bureau conducted PES interviewing in about 167,000 housing units nationwide.

The purpose of the PES is to evaluate the completeness of the Census count. The results of the Census and the PES interview were compared to see if the same people were listed in both. Where housing units have differences between the Census and PES, a Followup interview will have to be done to find out which was correct and to learn the reason for the differences. Your job is to find knowledgeable respondents and conduct Followup interviews.

YOUR CREW LEADER

Your immediate supervisor for the PES Followup is called a crew leader. Your crew leader will help you with questions and problems you may have.

The two of you will meet each day or so to go over your work and payroll information. The crew leader will tell you when and where these meetings will be.

CLASSROOM TRAINING

Your supervisor will notify you to attend a classroom training session before you begin working. First, there will be a full day of classroom training. Then, as part of your training, you will do some Followup interviews, and, where possible, get back together to discuss your experiences.

Bring your completed Self Study and your Interviewer's Manual with you to your classroom training.

PURPOSE OF THE SELF STUDY

This Self Study introduces you to the survey and gives you a chance to become familiar with it before you attend the classroom training.

MATERIALS INCLUDED

Included with the Self Study are:

- an Interviewer's Manual for Followup (Form D-1335)
- a blank PES Followup Questionnaire (Form D-1301)
- a mechanical pencil

If you are missing any of these, contact your supervisor at the office. The office telephone number is on the front cover of this Self Study.

COMPLETING THE SELF STUDY

In this Self Study, we ask you to read portions of the PES Interviewer's Manual for Followup and answer some questions about the material that you read.

You may charge up to three hours to complete the Self Study. Charge all your training time, including classroom training, to project number 5370, operation code 41.

EXERCISES

The remainder of this Self Study is devoted to exercises to acquaint you with the Followup procedures.

- Read the indicated sections in the manual.
- Refer to the Followup questionnaire.
- When you have finished reading a section in the manual as instructed, place an "X" in the appropriate box in the Self Study to indicate that you have read it.
- Whenever you answer a question, show the page number(s) from the manual where you found the answer.

One of the first things that will done during the classroom training is a review of the Self Study exercises. Be sure you jot down any questions you have about the material you read so you can ask them during the training.

EXERCISE 1.

Read Section:	Page(s)	X
Table of Contents	i to ii . . .	☐
Chapter 1, 1.A, *Background Information*	1-1	☐
Chapter 1, 1.B, *What Is the Followup?*	1-1	☐
Chapter 1, 1.H, *Confidentiality*	1-4	☐
Chapter 1, 1.I, *Quality Control*	1-5	☐

QUESTIONS:

1. Because the PES is an attempt to evaluate the completeness of the Census count, it is very important that the two efforts not influence each other. Preserving this _____ between the two efforts is a key consideration in conducting the PES.

   Page(s) _____

2. The manual covers material that you will need to know for what phase of the PES?

   _____

   Page(s) _____

3. We are doing the PES Followup to resolve differences between information we received in the _____ and the _____.

   Page(s) _____

4. Under Title 13 of the U.S. Code, any information that you collect while doing interviews must be kept _____.

   Page(s) _____

5. The number of households recontacted in Quality Control is decided in part by the _____.

   Page(s) _____

EXERCISE 2.

Read Section:	Page(s)	X
Chapter 2, 2.A, *Where to Interview*	2-1	☐
Chapter 2, 2.B, *Whom Should You Interview?*	2-2 to 2-3 .	☐
Chapter 2, 2.D, *Visits and Callbacks*	2-4	☐
Chapter 2, 2.F, *Explaining the Survey*	2-5 to 2-7 .	☐
Chapter 2, 2.H, *Interviewing Techniques*	2-7 to 2-9 .	☐

QUESTIONS:

1. To determine where you will interview, you will need to look at the _____ of the PES Followup form.

   Page(s) _____

2. If you are directed by a respondent to an address that is outside your assignment area, you should _____ _____.

   Page(s) _____

3. When you interview multiple respondents, be sure to get a _____ and _____ for every respondent you interview.

   Page(s) _____

4. Suppose there were three people to ask about on a Followup form. You find a knowledgeable respondent who can answer questions about two of them but not the third. What should you do? _____ _____.

   Page(s) _____

5. In order to maximize the chance of finding someone at home and completing an interview, you should schedule callbacks at _____.

   Page(s) _____

6. If a respondent were reluctant to give you an interview saying that an interviewer had already visited the household, what would you do or say? _____
_____
_____
_____

Page(s) _____

7. Is it acceptable under certain circumstances to rephrase a question so that a respondent will understand it? _____

Page(s) _____

8. If a respondent gave you an answer that was incomplete or didn't quite answer the question, what would you do?

Page(s) _____

EXERCISE 3.

Read Section:	Page(s)	X
Chapter 3, 3.A, *General*	3-1 to 3-3 .	☐
Chapter 3, 3.B, *Cover Page*	3-3 to 3-9 .	☐
Chapter 3, *Section II*	3-27 to 3-33	☐

QUESTIONS:

1. For most households, it will be necessary to use _____ _____ sections in the questionnaires.

   Page(s) _____

2. Is it appropriate in some circumstances to add persons to the questionnaire? _____

   Page(s) _____

3. If there is anything unusual about a particular situation that you encounter during an interview, where would you record it? _____

   Page(s) _____

4. What must you do on the cover page of the questionnaire every time you attempt to contact a household? _____
   _____

   Page(s) _____

5. Any time you try to conduct an interview, but are unable to do so, this is called a(n): _____.

   Page(s) _____

6. Each time you talk to a respondent, you record that person's _____ and _____ in the space at the bottom of each section.

   Page(s) _____

When you have finished answering the questions in this exercise, read through the portions of the manual not covered in this Self Study. ☐

Feel free to change your answers if you feel that you answered a question incorrectly.

As you read through Chapter 3, have the questionnaire handy so you can see how the questions discussed in that chapter actually appear in the questionnaire.

After reading the material in the rest of the manual, write below <u>three</u> questions about the material in the manual that you would like to have answered in the classroom training. The trainer will collect them during the training session.

1. _____
   _____
   _____

2. _____
   _____
   _____

3. _____
   _____
   _____

Don't forget to bring this Self Study and your manual with you to the classroom training!

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